

WEST COVINA UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION

Brief Description of Position:

Under the direction of assigned administrator, assist certificated teachers or specialists in performing a wide variety of services associated with the special education instructional program in the classroom and other locations in the school. Instructional assistants in this assignment spend the major portion of their time working usually independently with pupils in small groups or tutoring on a one-to-one basis in a classroom or pull-out program.

Directly Responsible to:

Appropriately assigned supervisor/administrator

Major Duties and Responsibilities:

1. Provide services directly to pupils by assisting with their learning assignments in either a self-contained or pull-out program, including a mainstream/inclusion setting
2. Tutor students with supervised reading, review of lessons, clarification of concepts, and direct small group activities
3. Consult with and receive instruction from special education teachers or specialists related to the needs of special education students
4. Maintain minimal records related to student work and classroom activities; monitor progress of students toward IEP goals
5. In order to promote student safety, observe and report the behavior of the students; reinforce the conflict resolution and anger management strategies taught by the certificated teacher
6. Assist teacher in setting up work areas for instructional activities
7. Assist in performing clerical tasks, such as duplicating and filing, as time permits, when students are not present
8. Accompany mainstreamed students to regular classrooms as assigned to assist with educational needs
9. Observe District-approved rules and procedures to assure health and safety of students
10. Attend staff development and in-service programs as required
11. Assist special education students on and off District vehicles, arriving and departing from school via District transportation and in moving to and from class and events as necessary; assist children in and out of wheel chairs, braces, and other special equipment
12. Supervise students as assigned during lunch time, on the playground, and on field trips

13. Assist students by providing a positive example, emotional support, a friendly attitude, and general school guidance
14. With training, assist and instruct students with mobility and personal hygiene
15. Confer with teachers concerning programs and materials to meet student needs
16. Monitor and assist special education students in the locker room / dress area as appropriate and necessary
17. Administer and score assignments and tests using teacher provided answer keys as assigned
18. Maintain confidentiality of pupil and school information
19. Perform other related duties as assigned

Knowledge of:

- General needs and behavior of children
- Basic subjects including arithmetic, reading, writing, grammar and spelling
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Safe practices in the classroom
- Classroom procedures and appropriate student conduct
- Problems and concerns of students with special needs
- Basic instructional methods and techniques
- Operation of standard office equipment, including computer
- Basic record-keeping techniques

Ability to:

- Demonstrate proficiency in basic reading, writing and mathematics skills by passing the District proficiency test
- Reinforce instruction to individual or small groups of special education students
- Work effectively with special needs students, earning their confidence and trust
- Demonstrate an understanding, patient and receptive attitude towards children
- Assist students with basic computer skills
- Establish and maintain cooperative, effective working relationships with all
- Complete accurately routine clerical tasks
- Operate standard office machines and equipment and learn new ones as needed
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Maintain confidentiality of pupil and school information

Experience and Education:

Any combination equivalent to graduation from high school and one year of experience working with children in an organized setting

Licenses/Other Requirements:

Working Conditions:

Classroom/school environment subject to sitting, walking, and standing

Range: 17.5

Adopted: April 2000
Revised: September 2011